Department of General Services Records Management Division RECORDS RETENTION and DISPOSAL SCHEDULE

Schedule No. 971-27

Page 1 of 1

Agency
Department of the State Police

Division/Unit

27 – Administrative Operations Division (Technology & Information Management Command)

Item		
No.	Description	Retention
·	Schedule, 971. 7 is a new schedule and does not supersede any other schedule.	
27-00	PROCUREMENT FILES Contains copies of quotes, requisitions, purchase orders, delivery receipts, invoices received directly from vendor(s) and forwarded for payment, and related paperwork for IT related supplies/equipment ordered within the Agency. MSP IT subscription / renewal dates may vary from annual, up to ten (10) years.	Retain 3 years past the subscription / renewal date, and then destroy.
27-01	STATE AGENCY AND INTER-AGENCY TRANSFERS Contains paid bills and invoices that were approved and sent to Finance Division or the Grants Management Unit for processing.	Retain for 3 years, and then destroy.
27-02	MISCELLANEOUS ACCOUNTING RECORDS Reconciliation and Balance Sheets, Budget Papers and Work Sheets, Periodic Financial Reports to Local and State Agencies, Reports of Missing or Stolen IT Equipment.	Retain for 3 years, and then destroy.
27-03	COMPUTER EQUIPMENT INVENTORY AND SERVICE HISTORY Contains records relating to inventory of computers, and related equipment; contains copies or warranties, loss or damage to capital equipment, requests for repairs or salvage, service receipts, etc.	Retain 2 years after excess property disposal, and then destroy.
27-04	EXCESS PROPERTY DECLARATION Contains copies of DGS 95009 Excess Property Declarations for IT equipment to be salvaged.	Retain 2 years after excess property disposal, and then destroy.
27-05	MAIL ROOM OPERATIONS All information related to mail room activities, postage fees equipment.	Retain for 3 years, and then destroy.

Approved by Department, Agency, Division or Unit Representative

Date:

Signature:

Type Name: Thomas L. Vondersmith, Jr.

Title: Department Records Retention & Disposal Schedule Manager

Schedule Authorized by State Archivist

Date

7-1-13

Signature

Signature:

DGS 550-1 (Rev. 10-92)

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Maryland Department of State Police	DEPARTMENT OF GENE RECORDS MANAGEMI 7275 Waterloo Road, I Jessup, Maryland 410-799-1930 2. Division Administrative Operations (T&IMC)	ENT DIVISION P.O. Box 275 d 20794	AGENCY RECORDS INVENTORY PAGE1 OF6 3. Unit		
DEFINITION - RECORD SERIES: A group of relate	d records normally filed and us	sed as a unit for refe	rence as well as retention and disposition purposes.		
4. Record Series Title 27-00 PROCUREMENT FILES		5. Earlies 200	Year/Latest Year 2 to2013		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains copies of quotes, requisitions, purchase orders, delivery receipts, invoices received directly from vendor(s) and forwarded for payment, and related paperwork for IT related supplies/equipment ordered within the Agency. MSP IT subscription / renewal dates may vary from annual, up to ten (10) years.					
7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume			
X Letter Size	□ Alphabetical X Numerical □ Chronological □ Geographical □ Other (specify)		X File Drawer(s)		
		2 Number	Microfilm Reel(s) Computer Tape(s) Other (specify)		
11. File is Used	12.	. File Becomes Inactive A	ter		
X Daily		Number	Month(s) X'ear(s) Elsewhere? (If yes, specify agency or office.) No MSP Finance Division		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes X No	16.	. Audit Requirements	☐ Federal ☐ Independent		
17. Is an Index System used? If yes, explain briefly and describe requi	rements 18	. Recommended Retentio	1		
. Yes x No	R	Retain 3 years past the subscription / renewal date, and then destroy.			
19. Name and Title of Preparer Lt Elizabeth Beck Commander, Administrative Operations Division		21. Date May 1	6, 2013		

Instructions –Type or Print a separate form for DEPARTMENT OF G			GENERAL SERVICES		AGENCY RECORDS INVENTORY
each new or revised record series. Forward		RECORDS MANAGEMENT DIVISION			
with Records Retention Schedule (DGS 550-1)		7275 Waterloo Road, P.O. Box 275			
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		410-799			
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DEFINITION - RECORD SERIES: A group of relate	ed records r	normally filed an	d used as a uni	t for refere	nce as well as retention and disposition purposes.
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x Daily	y .		3		Month(s) x Year(s)
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
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Building 0, 2nd noor					,
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements		
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17. Is an Index System used? If yes, explain briefly and describe requirements				led Retention	
□ Yes X No			Retain for	ও years,	and then destroy
		l			
19. Name and Title of Preparer 20. Telephone Num			er	21. Date	
Lt Elizabeth Beck		410-653-4263	}	M=:: 40	2012
Lt Elizabeth Beck Commander Administrative Operations Division 410-653-4263			•	May 16	, 2013

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Maryland Department of State Police	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division Administrative Operations Division (T&IMC)			PAGE3 OF3 3. Unit	
DEFINITION - RECORD SERIES: A group of relate	a records normally filed a	ina usea as a uni			
4. Record Series Title 27-02 MISCELLANEOUS ACCOUNTING		ORDS		ear/Latest Year 2 to _2013	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Reconciliation and Balance Sheets, Budget Papers and Work Sheets, Periodic Financial Reports to Local and State Agencies, Reports of Missing or Stolen IT Equipment.					
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Lt Elizabeth Beck Commander, Administrative Operations Divi	63	May 16	, 2013		

Instructions –Type or Print a separate form for each new	NED	ENEDAL SERVICE	AGENCY RECORDS INVENTORY		
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		410-799			
Department/Agency Maryland Department of State Police	2. Division	strative Operat	ione Division	3. Unit	
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DEFINITION - RECORD SERIES: A group of related record	ds normal	ly filed and used	as a unit for refere	nce as well as retention and disposition purposes.	
4. Record Series Title 27-03 COMPUTER EQUIPMENT INVENTORY	/ AND S	ERVICE HIST	rory	5. Earliest Year/Latest Year	
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□ Yes X No			Retain 2 years a	after excess property disposal, and then destroy.	
19. Name and Title of Preparer		20. Telephone I	Number	21. Date	
Lt Elizabeth Beck		410-653-4263		May 16, 2013	
Commander, Administrative Operations Division					

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Maryland Department of State Police	Administrative Operations	S DIVISION (TANVO)			
DEFINITION - RECORD SERIES: A group of relat	ed records normally filed and u	sed as a unit for refer	ence as well as retention and disposition purposes.		
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19. Name and Title of Preparer	20. Telephone Nur	mber	21. Date		
Lt Elizabeth Beck Commander, Administrative Operations Division	410-653-4263		May 16, 2013		

Instructions - Type or Print a separate form for each new or revised record saries. Forward with Records Retention Schedule (DGS 550-1) Print Prin	each new or revised record series. Forward RECORDS with Records Retention Schedule (DGS 550-1) 7275 Wat	MANAGEMENT DIVISION rloo Road, P.O. Box 275 p, Maryland 20794				
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All information related to mail room activities, postage fees equipment. 7. Record Series Format(s) List all						
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requirements Retain for 3 years, and then destroy.		Retain for 3 years	, and then destroy.			
□ Yes X No	□ Yes X No					
19. Name and Title of Preparer 20. Telephone Number 21. Date						
	Lt Elizabeth Beck Commander, Administrative Operations Division 410-653-4	63	May 16, 2013			